

# Instructions for Surveyor's Daily Report

Complete this report for every day that field or office work is done on a project.

## Datums

The horizontal and vertical datum fields are filled in utilizing pull down choices that are clicked on to fill in the blank. The combined factor is derived by multiplying the elevation factor by the scale factor.

**NOTE: The combined factor is applied to distances only on NAD 83/91 State Plane projects.**

## Survey Data Information

Enter the Segment name for each file downloaded from the data collector. Click on boxes to document status on segment. If the segment is not fully processed then continue information concerning the segment in future diary entries.

Use up to four weather descriptions from the following four groups as applicable. Fill out separately for both AM and PM.

HOT 80+ degrees	CLR Clear	RAIN Rain	HAIL Hail
WARM 50 - 80 degrees	PCLD Partly Cloudy	HVRN Heavy	SNOW Snow
COOL 30 - 50 degrees	OCST Overcast	Rain	HWND High Winds
COLD 30- degrees	FOG Fog	FZRN	DUST Blowing Dust
	SHWR Showers	Freezing Rain	

## Diary

Record only facts. Document activities in the field and in the office. When doing research document where it is conducted and the results of the activity. When in the reconnaissance mode, record activities.



# Surveyor's Daily Report

**Complete this report for every day that field or office work is done on a project.**

P.E.	Org. Code	Team Leader		Day	Date
Project	MP	to	MP	State Route	Name

Horizontal Datum	Combined Factor	Vertical Datum	Units
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Segment	Point Numbers	Download	Edited	Processed	In Database	To Designer	Archived
		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Weather <b>AM:</b>	<b>PM:</b>
Crew	Attachments: <input type="checkbox"/> Sketch Grid <input type="checkbox"/> Other <input type="checkbox"/> Field Book Page

Diary - Field / Office Work Remarks
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Instrument	Serial No.	Date Last Calibrated (EDM)
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**DIARY - Including but not limited to: A report of the day's activities, time log (if applicable), orders given and received.**

Signed	Crew Chief
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